

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 13th June 2016** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present: Cllr. J. Bates
 Cllr. T. Bloomfield
 Cllr. Mrs. G. Collins
 Cllr. P. Collins
 Cllr. J. Harvey Chair
 Cllr. P. Hirons
 Cllr. D. Isham
 Cllr. A. Mahi
 Cllr. H. Mordue
 Cllr. Ms. Newell
 Cllr. Mrs. O'Donoghue
 Cllr. M. Smith
 Cllr. Mrs. Strain-Clark
 Cllr. M. Try

Also present: Mr. C. Wayman Town Clerk

127/16 Election of Chairman

To Elect a Chairman of the committee for 2016-17

Proposed by Cllr Mordue, seconded by Cllr Isham and **AGREED** that Cllr Harvey be Chairman for 2016-17.

128/16 Election of Vice Chairman

To Elect a Vice Chairman of the committee for 2016-17

Proposed by Cllr Smith, seconded by Cllr Strain-Clark and **AGREED** that Cllr O'Donoghue be Vice Chair for 2016-17

129/16 Apologies for Absence

RESOLVED to receive apologies from Councillor Stuchbury, Cllr Newells and Mahi for late arrival.

130/16 Declarations of Interest

There were no declarations of interest.

Cllr Try declared an interest in item 12, Telephone system and providers at that point in the meeting.

131/16 Minutes

RESOLVED to receive the minutes of the Resources Committee meeting held on Monday 18th April 2016 and ratified by Full Council on 9th May 2016.

Agreed

132/16 Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on 13th April 2016.

CSG/08/16 Previously circulated

13th-June-2016-2 (1)

04/07/2016

DRAFT SUBJECT TO CONFIRMATION

1

Initial.....

Recommendations Agreed

- 133/16** To discuss that following responses at Full Council on Monday 9th May; to suggest to Members that Councillors are given a maximum of 15 minutes total on the items of 'to receive reports from District and County Councillors'; to agree that any Councillor wishing to speak be given a maximum of 5 minutes.

RECOMMENDED to Full Council that each Councillor should have a maximum 5 minutes per report on matters that impact Buckingham; under Full Council item 'To receive reports from District and County Councillors'

Cllr Try and Mahi arrived

134/16 Action Report

Members noted the Action Report.

533/15 Disabledgo – Cllr Strain-Clark informed Members a report would be issued on the Town Council's website when completed.

Members **AGREED** a regular standing item for Strategic Planning on the agenda – every second agenda. **ACTION: TOWN CLERK**

Cotton End Steps – the Town Clerk reported he had been in contact with Graham Smith at Bucks County.

135/16 Accounts and Budgets

Noted

Cllr Mordue left the meeting during the following item

136/16 Financial Documents for approval

136.1 To review and approve the Financial Regulations

136.2 To review and approve the Standing Orders

136.3 To review and approve the Financial Risk assessment

Members proposed the following changes:

Allow for internet banking following changes in legislation – Financial Regulations.

Standing Orders 1.16 clarification was requested regards the previously discussed matter of a chairman being present at a meeting, though not being in the chair.

The Town Clerk would see advice from NALC

ACTION: TOWN CLERK

Standing Orders 1.26 Members **AGREED** to add, 'this would only be extended with agreement from all members and staff present.'

The Town Clerk clarified that the correct term in law to refer to use of Chairman/Chair was in fact Chairman.

Standing Orders 12. Members **AGREED** to add a further item:

12.1 That candidates where more than 2 persons nominated were advised to leave the room during voting.

Financial Risk Assessment – Risk area, staff – change to 'impact of staff loss'

Section Financial Systems & Records - add 'backed up offsite'

Change heading to read 'Systems and Record', delete 'Financial'

Number all pages
Loss of records – change 'farm' to depot

ACTION: TOWN CLERK

137/16 Internal Audit Report 2015-16

To receive, discuss and approve the report
Members said the recommendation to sign the cheque stubs was impracticable.

Cllr Try declared an interest in the following item

138/16 Telephone system and providers

To receive a written report from the Town Clerk
Members **AGREED** company B
Cllr Newell noted she was against the vote.

139/16 Furniture – Lace Hills Sports and Community Centre

To discuss and agree Lace Hill Sports and Community Centre furniture and supplier.

Report attached from Deputy Town Clerk with quotations and recommendation
Members **AGREED** the recommendation of option C

140/16 Town Action Commission

To receive a written report from the Deputy Town Clerk regarding Making Buckingham parent and child friendly

Members **AGREED** the recommendation to send the results of the Town Action Commission to AVDC along with a request that consideration is made to incorporating parent and child parking spaces within the existing Cornwalls Meadow car park – which could be towards the riverside areas of the car park.

141/16 Lace Hill Sports and Community Centre Booking System

To receive a written report from the Deputy Town Clerk

Proposed by Cllr Newell, seconded by Cllr Mahi and **AGREED** 10-1 to agree to Option A

142/16 Terms of Reference

Agreed

143/16 New Depot

To confirm, for the confirmation of the minutes that Councillors are happy to purchase the new depot for £190,000

Noted

144/16 Chairman's Announcements

The Town Clerk reported that the lease for the land to build new toilets in Cornwalls Meadow had been signed by the Town Council – AVDC's signature was awaited.

145/16 **Date of Next Meeting:** Monday 1st August 2016
Meeting closed at: 8.30pm

Signed.....

Date.....